



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD21.5  
November 15, 2001

---

# ORGANIZATIONAL INSTRUCTION

## Flight Projects Directorate Flight Systems Department Environmental Control and Life Support Systems Group FD21

# Record Maintenance

## Revision C

### APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Original Signed by</u>			
<u>/s/ James L. Reuter</u>	Lead, FD21	FD21	11/20/2001
James L. Reuter	ECLSS Group		

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD21		
Title- Record Maintenance	FPD-OI-FD21.5	Revision: C
	Date: November 15, 2001	Page 2 of 7

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7/1/99	Baseline version
Revision	Rev. A	3/17/00	Reformatted and changed numbering system for Quality Records
Revision	Rev. B	7/5/00	Reformatted to Flight Projects Directorate standard template
Revision	Rev. C	11/15/01	Revised to implement MPG 1440.2 and NPG 1441.1 requirements.

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD21		
Title-	FPD-OI-FD21.5	Revision: C
Record Maintenance	Date: November 15, 2001	Page 3 of 7

## 1. GENERAL INFORMATION

### 1.1 Scope

This Organizational Instruction (OI) defines the process for maintenance of Records originated and maintained within the Environmental Control and Life Support System (ECLSS) Group, FD21.

### 1.2 Purpose

The purpose of this document is to show the process for control of the ECLSS Records in accordance with MPG 1440.2.

### 1.3 Applicability

This document applies to the ECLSS project personnel. Record maintenance for ECLSS contractors supplied to the project will be governed by their contract requirements.

## 2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

FPD-OI-FD01.4	Management of Information Technology Systems and Services
FPD-OI-FD21.1	Management Process
MPG 1440.2	MSFC Records Management Program
NPG 1441.1	Records Retention Schedules

## 3. ACRONYMS and DEFINITIONS

### 3.1 Acronyms

ECLSS	Environmental Control and Life Support Systems
FD21	Mail Code for the ECLSS Group
FRC	Federal Records Center
MRM	MSFC Records Manager
MSA	Management Support Assistant
MSFC	Marshall Space Flight Center
OI	Organizational Instruction

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD21		
Title- Record Maintenance	FPD-OI-FD21.5 Date: November 15, 2001	Revision: C Page 4 of 7

NARA National Archives and Records Administration

OPR Office of Primary Responsibility

RLO Records Liaison Officer

### 3.2 Definitions

**Office of Primary Responsibility** The organization having the responsibility for the process/procedures for the delivery of the product or services to the customer. The OPR is responsible for identifying which records need to be generated and placed under control.

**Quality Record** A term sometimes used for a subset of records to refer to specific documents cited in a procedure or work instruction which are maintained to demonstrate both MSFC conformance to specified requirements and the effective operation of the MSFC system.

**Record Copy** Usually the original of a record, or a first-generation copy that is considered the Record Copy and maintained by the OPR. The OPR for the Record Copy could be the originating organization or the receiving organization, especially if the record is being received from a non-MSFC organization, a customer, a contractor, etc.

**Record Custodian** The individual who is responsible for collecting, indexing, accessing, filing, storing, maintaining, and dispositioning a record or collection of records.

**Records** All documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them.

**Records Liaison Officer (RLO)** An individual designated by the Director/Manager of basic organizations (and, optionally, departments) to assist the director/manager and/or program/project data manager of the organization in identifying, maintaining, and dispositioning records through records custodians.

**Records Plan** An itemized list (or inventory) of all official records maintained by a record custodian at any given organizational level providing a brief description of record content, arrangement, disposition instructions, and disposal authority (MSFC Form 2441). The compilation of all custodians' plans within an organization comprise the organization's Records Plan.

Marshall Space Flight Center Organizational Instruction OPR FD21		
Title-	FPD-OI-FD21.5	Revision: C
Record Maintenance	Date: November 15, 2001	Page 5 of 7

## 4.0 INSTRUCTIONS

### 4.1 Records Identification

Per NPG 1441.1, all NASA Agency records (Federal Records) fall into two main categories.

Record Category	Record Retention Requirements
Administrative	NPG 1441.1 Schedules 1, 2, 3, 4, 5, 6, 9, and 10
Program	NPG 1441.1 Schedules 7, 8

As Federal Records, both NASA Administrative and Program records are either “Permanent” or “Temporary”.

Retention Type	Description
Permanent	Permanent records are records that the National Archives and Records Administration (NARA) have determined to have sufficient value to warrant preservation by the National Archives of the United States beyond the time the records are needed for administrative, legal, or fiscal purposes. Permanent records are typically retired to the closest Federal Records Center (FRC) after a specified retention period, and then the FRC transfers them to NARA.
Temporary	Temporary records are records that have been determined to have insufficient value to warrant preservation by NARA. Temporary records are records approved for disposal, typically after a specified retention period.

FD21 has identified which FD21 personnel and other MSFC organizations maintain the Record Copy of FD21 Administrative and Program/Project records.

### 4.2 Record Custodians

Every record must have a record custodian who is responsible for maintaining and dispositioning the record. Dispositioning means following the appropriate record retention and record disposal or retirement instructions per NPG 1441.1. In accordance with MPG 1440.2, record custodians will:

- Maintain and control all identified records according to applicable directives and work instructions.
- Maintain all active records for customer review.
- Ensure that active records are appropriately filed and readily retrievable.
- Contact the MSFC Records Manager (MRM) for assistance in dispositioning inactive records or handling of special records.
- Maintain an up to date records plan

### 4.3 Records Plans

Per MPG 1440.2, each records custodian must prepare a Records Plan, MSFC Form 2441, to describe their records. Only records where the record custodian maintains the Record Copy must be listed on the Records Plan. Listing of non-Record Copy records (reference copies) on the Records Plan is optional but not recommended. Paragraphs 4.3.1-4.3.4 describe and provide further guidelines for completing specific blocks on the Records Plan form.

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD21		
Title- Record Maintenance	FPD-OI-FD21.5 Date: November 15, 2001	Revision: C Page 6 of 7

All records plans must be signed and given to the FD Record Liaison Officer (RLO). The FD RLO will send the records Plan to the MRM for final approval. The FD21 MSA will maintain a file with a copy of all approved FD21 Records Plans.

#### **4.3.1 Agency Filing Scheme (AFS) Number (MSFC Form 2441, Block 10)**

The AFS number is found in NPG 1441.1. There is an AFS number related to each type of record. The AFS series relates to the NPG 1441.1 Schedule where it is located (e.g., AFS 1000 series corresponds to Schedule 1, AFS 2000 series to Schedule 2, etc.).

#### **4.3.2 Records Title, Description, and Filing Arrangement (MSFC Form 2441, Block 11)**

The records title and description should describe each record type that is being covered by the Records Plan. The Records Plan is not an itemized list of individual records, but is an index of the records types being maintained. The title may be taken from NPG 1441.1, but if it is a general, broad category, a more detailed description should be used (e.g., AFS 1142, General Administrative Office Files, should be broken down to Correspondence Files, Action Items, etc.).

The filing arrangement of the records should be described (e.g., by AFS number, Memo number, chronologically, etc.).

#### **4.3.3 Disposition Instructions (MSFC Form 2441, Block 12)**

The disposition instructions are stated in NPG 1441.1. Once the specific record type, Schedule, and Item are identified, the NPG 1441.1 "RETENTION <Authority>" column contains the disposition instructions. (e.g., for Schedule 1/Item 78.I, the disposition instructions are "Destroy When 2 Years Old.")

#### **4.3.4 Disposition Authority (MSFC Form 2441, Block 13)**

The disposition authority is the specific NPG 1441.1 Schedule number and Item number that correspond to the subject records (e.g., Schedule 1/Item 78.I).

### **4.4 Records Filing Recommendations (Hardcopy)**

The following are record filing recommendations for the FD21 record custodians.

- File records grouped by AFS number, if possible. Mark the file folders or file drawer with the AFS number.
- File program/project records grouped by the program or project name (project case file).
- Within the groupings above, it is recommended to file alphanumerically by identification number (document number, memo number, etc.)
- File records which are listed on a Records Plan separately from reference records, if possible. If filed together, indicate which are Record and reference by marking the file folder.
- Mark the record date (Calendar Year) on the file folder if the record is subject to retirement or disposal after a set time period.

### **4.5 Year-End Verification**

Each Record Custodian should review their records annually to ensure that no changes in their Record Plan is required and that all records are properly dispositioned.

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD21		
Title-	FPD-OI-FD21.5	Revision: C
Record Maintenance	Date: November 15, 2001	Page 7 of 7

#### **4.6 FD21 OIs**

The original, signed hard copy of the most recent version of this document and all other FD21 OI's are kept and controlled as Records. Each document is maintained and filed by the FD21 MSA until the document is again updated, and is then replaced with the newest version.

### **5.0 NOTES**

None

### **6.0 SAFETY PRECAUTIONS and WARNING NOTES**

None

### **7.0 APPENDICES, DATA, REPORTS, and FORMS**

None

### **8.0 QUALITY RECORDS**

None

### **9.0 TOOLS, EQUIPMENT, and MATERIALS**

None

### **10.0 PERSONNEL QUALIFICATION, TRAINING, and CERTIFICATION**

None

### **11.0 FLOW DIAGRAM**

None